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YEAR 7 AND 8 ASSESSMENT GUIDE

2022

This document is intended as a guide to Year 7 and Year 8 Assessment for students and parents.

YEAR 7 AND 8 ASSESSMENT GUIDE

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INTRODUCTION

This booklet summarises the requirements and expectations for Stage 4- Year 7 and 8. It includes: Rules and Regulations School Policies and Procedures Plans for Assessment for all Subjects studied in Year 7 and 8 as well as the Formal Assessment Schedules for all subjects in Years 7 and 8.

YEAR 7 AND 8 RULES

The NSW Education Standards Authority (NESA) is responsible for setting all regulations for completion of Stage 4 (Year 7 and 8) and Stage 5 (Year 9 and 10).

Students must:

- attend an accredited school
- complete four years of secondary education
- follow and complete an approved pattern of study
- meet all NESA requirements

COURSE REQUIREMENTS

NESA requirements outline the following pattern of study for students in Stage 4 (7 and 8) and 5 (9 and 10):

- English in each of Years 7-10
- Mathematics in each of Years 7-10
- Science in each of Years 7-10
- Human Society and its Environment in each of Years 7-10, including:
 - Australian History
 - Australian Geography
- Personal Development, Health and Physical Education in each of Years 7-10
- Creative Arts including:
 - Music
 - Visual Arts
- A Language other than English for at least one year
- Technology and Applied Science, including use of computers

ADDITIONAL COURSES

Other subjects (such as RVE and electives) studied by our students are in addition to these minimum requirements and are recorded in SEQTA and the published School Reports.

ATTENDANCE

Students must maintain satisfactory attendance (typically, at least 85%) to make sure that courses are completed and all course requirements are met. Attendance must continue until the last day for Year 10.

ASSESSMENT PLAN

Each student's achievement in each course will be measured through formal assessment. This assessment will determine what course content and syllabus outcomes a student understands and is able to demonstrate. There are a variety of assessment tasks in each course to assist with this demonstration.

The plans for formal assessment are provided on SEQTA, in a subject "Overview of Assessment" as well as in the Formal Assessment Guide given to students at the start of Term 1. This Assessment Guide is also available on the School's website. Students and parents should be aware of upcoming assessment tasks and ensure that appointments, sporting trips or holidays are not booked during a scheduled assessment task.

ASSESSMENT POLICY

SUBMISSION OF TASKS

- The assessments listed on the Assessment Schedule will contribute to both the Final grades and the achievement reported in the School Reports and on SEQTA.
- Each student is expected to personally complete the assessment tasks listed as well as all the other assessments which teachers may use to determine student progress.
- Written Task Notification of assessment will be at least FOUR weeks for a Major Research Assignment and for all other assessments at least TWO School weeks.
 - Written notification will include:
 - notification date
 - description of the task
 - outcomes that are being assessed
 - what students are expected to do for the task
 - the due date and
 - where the task is to be handed in.
- Hand-in tasks that are completed on a computer will be uploaded onto SEQTA rather than a hard copy handed in to the teacher in PDF format where appropriate.

OTHER EVENTS IMPACTING ASSESSMENT TASKS

Change of Date

Written notification for a change of date will be given to all students in a class/course that is authorised by the Head of Teaching and Learning.

Extensions

- Extensions of time may be granted only in exceptional circumstances. Students are not to consider that extensions of time will be granted automatically for assessment tasks.
- Written approval must be obtained in advance (more than two days) by filling out an application for an extension form. This form is available on PC Spider “eforms”
- Final approval for extensions will be given by the Head of Faculty in consultation with the Head of Teaching and Learning. Classroom teachers are unable to give extensions on Formal Assessment Tasks.
- Students on ‘Approved Leave’ are still required to complete all assessment tasks by the due date unless prior approval is granted for an extension for each task.

Missed Assessment Tasks

- The parents/guardians of a student who is away on the day of an in-class assessment task (including examinations) should contact the School by 9.00am to let the Head of Faculty know they will be missing the task and submit an Illness/misadventure form available from PC Spider “eforms”.
- Generally, in-class assessment tasks can only be missed for exceptional circumstances, this is known as Illness/Misadventure.
 - The student must speak to the Head of Faculty or the Head of Teaching and Learning immediately on their return to School. Failure to speak to the Head of Faculty or Head of Teaching and Learning can result in a zero mark being awarded for the task.
 - The Head of Teaching and Learning, in consultation with the Head of Faculty, will determine alternative arrangements and penalties for any missed assessment task.
 - Independent documentary evidence, including a medical certificate, should be supplied to the School. A note from a parent/guardian is not sufficient reasons to explain being absent from an assessment task.
 - Being away from School for a sporting trip or holiday is not considered to be exceptional circumstances by NESAs.

Hand- In Tasks

- A student who is away on the day of a hand-in task is still expected to upload their task onto SEQTA in PDF format or as specified by the assessment task.
- A penalty for late submission will apply for any student who fails to upload a task electronically.

Unapproved late submission

- Unless approval has been sought and granted by the School, all students must complete all assessment tasks on the specified due date.
- There will be a penalty for unapproved late submission.
 - This penalty will be 10% for each day (counting one day for weekends).
 - After 5 calendar days the student will receive a zero mark for the task.
 - The student will still need to submit the task to meet course outcomes.

Missed In-Class Assessment

This section is to be read in conjunction with Illness/Misadventure

- There may be a penalty applied immediately for missing an in-class assessment, especially when a student has a history of 'task avoidance'.
- If the student cannot show that missing a task was due to 'exceptional circumstances', a penalty of 10% will be applied to their overall mark on the in-class assessment task.
- Failing to complete the task on a second occasion will result in a zero mark being awarded for the task. The student will still have to complete the task at a later date to ensure they have satisfied course outcomes.

ILLNESS/MISADVENTURE

Illness/Misadventure is an event immediately prior to or during an assessment that is beyond the student's control and which allegedly affected the student's performance on that assessment.

- If it is not possible to submit an assessment on the due day or do an in-class assessment task including an examination (as may be the case with sudden illness where there is a need to go to the doctor immediately)
 - The School Office via Student Services must be informed no later than 9.00 a.m. on the set day that the task is due.
 - The appropriate Head of Faculty will determine alternative arrangements with the Head of Teaching and Learning.
- School students can apply for Misadventure/Illness to be considered as impacting upon their performance on internal assessment tasks.
 - Any student who wishes to apply for illness/Misadventure should go directly to the Head of Teaching and Learning to begin the process.
 - The decision by the Head of Teaching and Learning will be made in consultation with the Head of Faculty and be based on the nature of the task and professional judgement based on independent documentary evidence provided by the student.
 - If the Misadventure applications appear to disadvantage other students and appear unreasonable then the application may not be approved.
 - Even if a student applies for Misadventure, they are still encouraged to complete their assessment task by the due date.

If the student's application for Misadventure is approved then the following may occur:

- a resubmission of the task may be allowed
- an extension may be granted

In some circumstances the following may be used in **Year 7 and 8**:

- a higher moderated mark may be awarded
- a mark from a 'like-task' may be used

Typically to ensure course outcomes are successfully completed, students will be allowed to resubmit the task.

MALPRACTICE/PLAGIARISM, NON-COMPLETION, ZERO MARKS FOR A TASK

Academic malpractice is a serious breach of rules and can result in a zero mark being awarded.

- The Head of Faculty will investigate Malpractice on a task who will advise the Head of Teaching and Learning. Parents will be contacted after the initial investigation.
- A review panel consisting of the relevant Head of Faculty, subject teacher and the Head of Teaching and Learning will be convened to adjudicate on claims/accusations of malpractice or plagiarism. Proven dishonesty in an assessment task will result in a zero mark.
- As per NESA guidelines during HSC marking, work that is not the students own work will not be marked or read for the assessment task. A mark will be awarded on the students work only.

The consequence of cheating or plagiarism will be a **loss of 20% to 100% of the available marks, depending on the extent of the malpractice.**

- In the event that malpractice affects more than 50% of a submitted task, this will be considered severe malpractice and may result in a zero mark.
- The penalty will be determined by the Head of Teaching and Learning, and the Head of Faculty of the subject concerned.

If a student does not make a genuine attempt at an assessment task a zero mark will be recorded.

Failure to submit an assessment task on the due date because of truancy (that is unauthorised absence) will automatically result in zero marks being awarded for that task.

Even though zero marks may result due to lateness, students must still submit the task. Failure to submit or complete work is also grounds for an 'N' determination for that task. The School uses standard letters provided by the Education Standards Authority that inform parents about Non- Completion for a Stage 4 task.

TECHNOLOGY FAILURE

Computer hardware/software or printer failure will not be accepted as an excuse for late submission. When working on assessments students are advised that it is wise to have a backup computer copy of all tasks including backing up in the cloud e.g. Google Drive as well as draft printed copies.

- Students must submit and upload their hand-in assessment tasks onto SEQTA as a PDF (or as specified by the Assessment Notification).
- A printed hard copy of their assessment task as well as a saved soft copy must be retained for all assessment tasks by the students.

FINAL GRADES

For each course studied the student is awarded a Grade.

These Grades indicate:

A	Excellent achievement
B	High achievement
C	Substantial achievement
D	Satisfactory achievement
E	Elementary achievement

For each course there are detailed descriptions of what the Grades indicate in that course. These are called Course Performance Descriptors determined by NESA.

In Mathematics at Stage 5, grades have been further differentiated to nine levels (A10, A9, B8, B7, C6, C5, D4, D3, E2)

In each subject the School may:

- add the weighted marks gained by each student in the listed assessment tasks
- rank the students in order of total mark
- match the student to the appropriate Course Performance Descriptor and assign the grade

The School will allocate to each student the Grades which reflect the level of achievement reached based on data collected throughout the and professional judgement.

Mrs Hayley Catt
Head of Teaching and Learning

Overview of due dates for Year 7 Courses 2022

Week	Term 1	Term 2	Term 3	Term 4
1	NO TASKS DUE	NO TASKS DUE	NO TASKS DUE	NO TASKS DUE
2	NO TASKS DUE	HSIE - Research Assignment TAS Group 1 - Materials Engineering - Design Folio		TAS Group 2 - Materials Engineering - Design Folio
3	NO TASKS DUE	NO TASKS DUE	NO TASKS DUE	NO TASKS DUE
4	NO TASKS DUE	Mathematics-Project Science – First hand investigation	Mathematics-Project	Mathematics-Project
5	NO TASKS DUE	Italian – Assessment 1	RVE – Research Task Italian - Assessment 2	Italian - Assessment 3
6	NO TASKS DUE		NO TASKS DUE	HSIE –Place & Liveability Assignment Science – Data Analysis Task PDHPE – Fundamental movement skills 2
7	NO TASKS DUE	English – Multimodal Visual Arts - Historical and Critical Analysis/Artmaking/Developmental TAS Digital Tech - Portfolio TAS Mat/Engineering - Design Folio	NO TASKS DUE	Music – Theory test English- Additional scene and reflection TAS Digital Tech - Product & Folio TAS Mat/Engineering - Product
8	NO TASKS DUE	PDHPE – Fundamental movement skills 1 Music - Performance Task	English – Essay HSIE – Landscapes and Landforms Assignment	Visual Arts - Artmaking/Developmental
9	NO TASKS DUE		Science –Research Task PDHPE - Theoretical test	NO TASKS DUE
10	NO TASKS DUE	NO TASKS DUE	NO TASKS DUE	NO TASKS DUE

Overview of due dates for Year 8 Courses 2022

Week	Term 1	Term 2	Term 3	Term 4
1	NO TASKS DUE	NO TASKS DUE	NO TASKS DUE	NO TASKS DUE
2	NO TASKS DUE	Mathematics-Project	Mathematics-Project	Mathematics-Project Science - SRP
3	NO TASKS DUE	TAS Group 1 - Product & Folio Term Group 1 - TAS - Foods - Folio and Food Product Design Term Group 2 - TAS - Agriculture - Folio and Product Design	NO TASKS DUE	NO TASKS DUE
4	NO TASKS DUE	NO TASKS DUE	NO TASKS DUE	
5		RVE – Research task	TAS Group 2 - Product & Folio	Robotics - Project
6	Science – First-hand investigation	HSIE - Interconnections Task Italian – Assessment 1 Robotics - Project	Science – Test Italian – Assessment 2	English – Test Italian - Assessment 3 Visual Arts - Artmaking/Developmental
7		PDHPE - Case Study English – Listening Activity Drama – Group Performance (W7/8) Visual Arts - Artmaking/Historical and Critical Analysis TAS Food/Ag - Portfolio TAS Digital Tech - Portfolio	English - Essay	PDHPE – Fundamental movement skills 2 Music – Theory Test HSIE – History Test Drama – Group Performance (W7/8) TAS Food/Ag - Food Product TAS Digital Tech - Shop Interior Design
8		PDHPE – Fundamental movement skills 1 Music - Performance Task STEM- Project	NO TASKS DUE	Drama – Group Performance (W7/8) STEM- Project
9		Music - Performance Task	HSIE – Medieval Assignment	NO TASKS DUE
10	NO TASKS DUE	NO TASKS DUE	NO TASKS DUE	NO TASKS DUE

English (Year 7)

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 7	Multicultural perspective:	Multimodal presentation	30
2	Term 3, Week 8	Close Study	Analytical essay	35
3	Term 4, Week 7	Drama Text	Additional scene with Reflection	35
TOTAL				100

HSIE (Year 7)

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 2	Investigating the Ancient Past Assignment	Research Task and Presentation	40
2	Term 3, Week 8	Landscapes & Landforms Assignment	Written Assignment	30
3	Term 4, Week 6	Place & Liveability Assignment	Research report and multimodal presentation	30
TOTAL				100

Italian (Year 7)

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc)	Weight (%)
1	Term 2, Week 5	Assessment 1	Reading and Responding and writing in Italian	30
2	Term 3, Week 5	Assessment 2	Reading and Responding and writing in Italian	30
3	Term 4, Week 5	Assessment 3	Listening, Reading and Writing test	40
TOTAL				100

Mathematics (Year 7)

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc)	Weight (%)
1	Term 2, Week 4	Project 1	Project	30
2	Term 3, Week 4	Project 2	Project	35
3	Term 3, Week 4	Project 3	Project	35
TOTAL				100

Music (Year 7)

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 8	Performance task	Musical Performance	50
2	Term 4, Week 7	Music theory test	Written test	50
TOTAL				100

PDHPE (Year 7)

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term/Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2 Week 8	Fundamental movement skills	In Class Practical	35
2	Term 4 Week 6	Fundamental movement skills	In Class Practical	35
3	Term 3, Week 9	Theory Test	Written Test	30
TOTAL				100

Religious and Values Education (Year 7)

Schedule of Formal Assessment Task

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 3, Week 5	Leading Like a Moses	Research Task	100
TOTAL				100

Science (Year 7)

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 4	First-hand investigation	Practical report	30
2	Term 3, Week 9	Research Task	Written Assignment	35
3	Term 4, Week 6	Data Analysis Task	Data Analysis	35
TOTAL				100

TAS (Year 7) - (Digital Technologies)

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2 Week 7	Portfolio	Portfolio	40
2	Term 4 Week 7	Microbit Product Design	Coded Design Product and Folio	60
TOTAL				100

TAS (Year 7) - (Materials- Engineering)

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2 Week 7	Design Folio	Research and Folio	40
2	Term 4 Week 7	Crank Toy Product	Product	60
TOTAL				100

Visual Arts (Year 7)

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 7	Historical and Critical Analysis VAPD	Historical and Critical Analysis	50
2	Term 4, Week 8	Artmaking/Developmental (VAPD)	Artmaking	50
TOTAL				100

English (Year 8)

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 7	Shakespearean Text	Listening Activity	30
2	Term 3, Week 7	Novel Study:	Essay	35
3	Term 4, Week 6	Gothic Genre Study	Test	35
TOTAL				100

Drama- Semester 1 (Year 8)

Schedule of Formal Assessment Task – Semester Unit

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 7/8	Play-building a Group Performance	Group- devised performance	100
TOTAL				100

Drama- Semester 2 (Year 8)

Schedule of Formal Assessment Task – Semester Unit

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 4 Week 7/8	Play-building a Group Performance	Group- devised performance .	100
TOTAL				100

HSIE (Year 8)

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 6	Interconnections Task	Project	40
2	Term 3, Week 9	Medieval Assignment	Written Assignment	35
3	Term 4, Week 7	History Test	Test	25
TOTAL				100

Italian (Year 8)

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc)	Weight (%)
1	Term 2, Week 6	Assessment 1	Reading and Responding	30
2	Term 3, Week 6	Assessment 2	Reading and Responding	30
3	Term 4, Week 6	Assessment 3	Test	40
TOTAL				100

Mathematics (Year 8)

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc)	Weight (%)
1	Term 2 Week 2	Maths Magic Trick	Project	30
2	Term 3 Week 2	Quadrilateral Bisection	Assignment	35
3	Term 4 Week 2	Pathways home and cutting circles	Project	35
TOTAL				100

Music (Year 8)

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 8	Performance Task	Musical Performance	50
2	Term 4, Week 7	Test	Theory, aural, studied topics	50
TOTAL				100

PDHPE (Year 8)

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Ongoing during Semester 1 Final Due: Term 2 Week 8	Fundamental movement skills	In Class Practical	35
2	Ongoing during Semester 2 Final Due: Term 4 Week 7	Fundamental movement skills	In Class Practical	35
3	Term 2, Week 7	Case Study Analysis	In class Written case study	30
TOTAL				100

Religious and Values Education (Year 8)

Schedule of Formal Assessment Task

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 5	Research task - Heroes of the Faith	Written assignment	100
TOTAL				100

Robotics - Semester 1 (Year 8)

Schedule of Formal Assessment Task – Semester Unit

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 6	Project	Project	100
TOTAL				100

Robotics - Semester 2 (Year 8)

Schedule of Formal Assessment Task – Semester Unit

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 4, Week 5	Project	Project	100
TOTAL				100

TAS- (Year 8)- (Food & Agriculture Technology) - Semester unit

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2 Week 7	Portfolio	Portfolio	50
2	Term 4 Week 7	Food Product Design	Product	50
TOTAL				100

TAS (Year 8) - (Materials Tech - Graphics)- Semester unit

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2 Week 7	Portfolio	Portfolio	40
2	Term 4 Week 7	Shop Interior Design	Folio & Product	60
TOTAL				100

Science (Year 8)

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 1, Week 6	Investigation	Practical Report	30
2	Term 3, Week 6	Test	Written test	35
3	Term 4, Week 2	SRP	Student Research Project	35
TOTAL				100

STEM - Semester 1 (Year 8)

Schedule of Formal Assessment Task

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 8	Project	Project	100
TOTAL				100

STEM - Semester 2 (Year 8)

Schedule of Formal Assessment Task

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 4, Week 8	Project	Project	100
TOTAL				100

Visual Arts (Year 8)

Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 7	Artmaking/Critical and Historical	Artmaking and Historical and Critical Analysis	40
2	Term 4, Week 6	Artmaking/ Developmental (VAPD)	Artmaking	60
TOTAL				100